

OIS 85-445
6 September 1985

MEMORANDUM FOR:

[Redacted]

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Management Staff, DA

FROM:

[Redacted]

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Chief, Plans and Management Staff, OIS

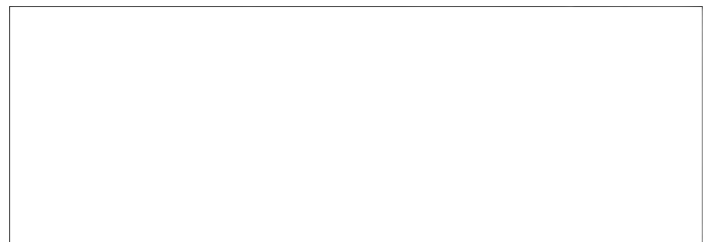
SUBJECT:

FY 1985 Third Quarter Review

Attached are two copies of the agenda and action plans for the Office of Information Services third quarter review on 11 September 1985. Brief paragraphs also are provided for certain milestones not chosen for formal presentation during the review. Additional copies of the agenda will be available for those in attendance.

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Attachments:
As stated



OFFICE OF INFORMATION SERVICES
FY 1985 THIRD QUARTER REVIEW

0930 Hours, 11 September 1985

Room 1207, Ames Building

AGENDA

<u>TIME</u>	<u>TOPICS AND SPEAKERS</u>	
0930-0940	<u>Opening Remarks and Office Overview</u> [redacted] Director of Information Services	STAT
0940-0955	<u>Information and Privacy: Year to Date Update</u> [redacted] Chief, Information and Privacy Division	STAT
0955-1010	<u>The Regulations: Impact of Automation</u> [redacted] Chief, Regulatory Policy Division	STAT
1010-1025	<u>Update on Historical Review</u> [redacted] Chief, Historical Review Branch, CRD	STAT
1025-1035	<u>Where We Are With TRIS</u> [redacted] Information Technology Branch, IRMD	STAT
1035-1040	<u>Information Management Audits</u> [redacted] Information Management Branch, IRMD	STAT
1040-1045	<u>Update on TOP SECRET Control</u> [redacted] Information Control Branch, IRMD	STAT
1045-1100	<u>Visit the Ames Information Services Center</u> [redacted] Information Services Center	STAT

OFFICE OF INFORMATION SERVICES

Progress on Certain Action Items Not
Presented for Formal Discussion

Information Resources Management Division

IRMD will be able to initiate the disposition of records in accordance with updated records control schedules beginning in early November. The process has been prolonged because of the new National Archives and Records Administration (NARA) requirement that, prior to NARA approval of any schedule, a notice must be published in the Federal Register and the public be given 60 days to comment. This is in addition to the 60 day period we must allow for the Senate Select Committee on Intelligence to review the approved schedules before they are implemented. So far, NARA has approved four of our fourteen schedules--the Office of Information Services, the Directorate of Intelligence, the Office of the Deputy Director for Administration, and the "common items" which deal with records series held by most Agency components. These schedules were sent to the SSCI on 3 September 1985. Two more schedules have been published in the Federal Register - the Office of Training and Education on 16 July 1985 and the Office of Security on 22 August 1985. NARA expects to have the schedules for the Offices of Finance and Security published in the Federal Register in September. The objective will be continued into FY 1986 with the expectation of substantial progress in disposing of Headquarters records under the new schedules.

One Records Center employee has been trained in basic archival techniques and another has been scheduled for training in January 1986. Our archival program began with the Printing and Photography Division, OL, testing the condition of some film maintained by the Center. We subsequently ordered our own test equipment and Center personnel are now conducting their own tests. In addition we have ordered acid-free boxes and folders for storing permanent records. Initially, these boxes and folders will be used for storing permanent records materials that are not sent to NARA under the Historical Review Program. The Archives Section also has begun to review some old ODDA retired records to determine if they contain any permanent records that should be retained.

A draft of the updated Agency National Security Classification Guide will be completed in September 1985. Components Agency-wide have provided input. Coordination, which is expected to generate additional comments and suggestions, will be handled by the Regulatory Policy Division.

We expect to complete updating the vital records schedules of the DS&T and DCI area by the end of FY 1985.

The objective to complete the disposition schedules of ADP records in the DA has not been accomplished. Although several Offices are making progress, others have barely started. This objective will be carried over into FY 86. We also intend to begin the scheduling of ADP records in another directorate in FY 1986. Two of our analysts currently are assisting component records management officers in the scheduling process.

Regulatory Policy Division

RPD continues to make progress toward revising all the Headquarters and field regulations issued in 1980 and before. Three proposed revisions to the regulations issued before 1980 were received during the quarter and eight in process were published, bringing the total to 128 in process and 95 published out of the original group of 148. Moreover, two proposed revisions to the regulations issued in 1980 were received. Twenty-six revisions out of a total of 83 in this group have been published through the third quarter. Revisions to 14 regulations published in 1981 have been received and seven were published in the third quarter.

Classification Review Division

The RIMS data base presently contains over 1000 items. Because of continued expansion, RIMS was switched to the VM NOMAD system which has a larger storage capacity than the Wang. RIMS has been tested successfully and will be put to use increasingly in the conduct of CRD's activities.

CRD participated in several meetings to update guidelines on reviewing summaries of Agency employment. Contributions also were made in updating and reissuing [] which provides policy guidance on this subject.

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OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Institute an Effective Career Development Program

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 85

DATE SUBMITTED: 12 October 1984

0 = Submitted
X = Actual

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Develop employee skills and professionalism through internal and external training			X			X			X			0	
Develop and implement certification of MI sub-group careerists prior to assignment as Information Management Officers												0	

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Provide for the effective management of the Agency's Information Resources

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 85

DATE SUBMITTED: 12 October 1984

0 = Submitted
X = Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
✓ Establish full-service ISC in Ames Building; refine requirements for ISCs in new Hqs building												0	
✓ Bring TRIS to initial operating capability and begin training users												0	
✓ Complete search for unaccounted for TS documents in the DI and DO												0	
✓ Initiate disposition of records in accordance with updated records control schedules												0	
✓ Train two employees in archival techniques and implement program at AARC									0 -	-	-	-	0

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Provide for the effective management of the Agency's Information Resources

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 85

DATE SUBMITTED: 12 October 1984

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
✓ Update the Agency's National Security Classification Guide												0	
✓ Update the vital records schedules of the DS&T and DCI area												0	
✓ Complete the disposition schedules of ADP records in the DA												0	
✓ Conduct four Information Management audits and train two additional employees in audit techniques												0	
✓ Analyze a sampling of permanent records at the AARC to determine their physical condition									0				

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Provide timely, consistent responses to requests for release of Agency Information

RESPONSIBLE OFFICER: [Redacted]

SIGNIFICANT FUNDING AMOUNT: \$ [Redacted] FY 85

DATE SUBMITTED: 12 October 1984

0 = Submitted
X = Actual .STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Reduce the current case backlog			0			0			0			0	
Develop Agency-wide FOIA action plan, monitor performance, and report to Congress							0						
Streamline the workflow of IPD						0							

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Manage the Regulatory System in accordance with Statutes, Executive Orders,RESPONSIBLE OFFICER: SIGNIFICANT FUNDING AMOUNT: \$ FY 85

DATE SUBMITTED: 12 October 1984

0 = Submitted
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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Complete revision of all Hqs and field regulations issued in 1980 and before												0	
Maintain regulatory system so no Hqs or field regulation is older than three years												0	
Continue to automate the regulatory process; train personnel on the Wang Alliance			0		0				0			0	
Continue to reconcile numbering sequence of Notices and Handbooks to the regulations			0		0				0			0	

OFFICE: Office of Information Services
 OBJECTIVE STATEMENT: Manage an Effective Classification Review Program
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ F ' 85
 DATE SUBMITTED: 12 October 1984

0 = Submitted
 X = Actual

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Prepare detailed plan for a selective historical review program and implement			0			0			0			0	
Further develop proposal for centralized classification review									0				
Expand RIMS data base and test system									0				
Update guidelines for reviewing summaries of Agency employment and contribute to updating									0				

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